

## APPENDIX A

### RECORDS, REPORTS, NOTIFICATIONS, & POSTED ITEMS

This document is not rule. Instead, it is a tool to help as a quick reference to some of the Child Care Licensing (CCL) rules. This document will be updated as needed, but at least once a year. For complete access to the rules and their interpretation, please go to <https://childcarelicensing.utah.gov/Rules.html>.

For CCL, all records must be kept on-site for at least six weeks or longer depending upon the action or event that is documented. Children's and personnel records must be current and kept on-site while the individual is involved with the program, and for six weeks after the individual leaves the program. The business license and other facility records, such as fire inspection reports, must be current and kept on-site for at least 6 weeks after their expiration dates. At least 12 months of fire and disaster drills must be kept on-site for review by CCL. Other agencies, such as the local health department, the food program, or the IRS, may require that records be kept for a longer period of time.

Records: Children		
Rule	Record	Requirement
60-6(11) - (12)	Admission & Health Assessment for each child including emergency medical treatment & emergency transportation releases	<ul style="list-style-type: none"> <li>• Obtain from parent before admission into program</li> <li>• Update annually</li> <li>• Keep on-site for CCL review</li> </ul>
60-11(5), (7)	Children's daily attendance including sign-in and signout records	<ul style="list-style-type: none"> <li>• Document daily</li> <li>• Keep 6-week record on-site for CCL review</li> </ul>
60-14(10), (14)	Incident, accident or injury involving child	<ul style="list-style-type: none"> <li>• Give written report to parent on day of occurrence</li> <li>• Keep 6-week record on-site for CCL review</li> </ul>
60-14(13)	Child received medical attention for injury while in care or for fatality	<ul style="list-style-type: none"> <li>• Notify CCL within next business day</li> <li>• Submit written report within 5 business days</li> </ul>
60-17(4)-(7)	Medication permission & instructions	Must be filled out and signed by child's parent before administering medication
60-17(9),	Medication administration record	<ul style="list-style-type: none"> <li>• Complete immediately after administering</li> </ul>

(12)		medication • Keep 6-week record on-site for CCL review
60-18(6), (7)	Parental permission for swimming & offsite activities	Obtain before each activity
60-18(8)	Written emergency information and releases	Must be with caregiver for each child on offsite activity
60-20(1)	Transportation permission form	• Signed by parent • Keep on-site for CCL review
60-20(4), (5)	Children's emergency contact information	Driver/caregiver must have for each child being transported
60-24(15)	Sleep equipment permission	• Obtain written permission from parent before child sleeps in unsafe sleep equipment • Available for CCL review
60-24(16)	Alternate sleep position documentation	From health care provider

Records: Personnel		
Rule	Record	Requirement
60-7(18), (19)	Preservice training documentation	Keep on-site for CCL review
60-7(20)- (21)	Annual training documentation	Keep on-site for CCL review
60-7(25)	Personnel Records • Date of initial employment or association • First aid and CPR certification • Days and hours worked	• Keep on-site for CCL review • Days and hours worked kept for 6 weeks
60-8(1) - (6)	• Background check form & fees for new covered individuals • Fingerprints & fees as required per rule	• Submit to CCL • Individual must pass CCL background check before involvement with child care
60-20(4)	Current driver's license for each driver	• Valid for the type of vehicle being driven • Carried with the driver

Records: Facility		
Rules	Record	Requirement
60-14(1)	Emergency Preparedness, Response and Recovery Plan	<ul style="list-style-type: none"> <li>• Complete before beginning to provide for care</li> <li>• Reviewed and updated as needed</li> <li>• Available during business</li> </ul>
60-14(4)-(9)	Fire & disaster drills	<ul style="list-style-type: none"> <li>• Documentation contains all required information</li> <li>• 12-month record kept on-site for CCL review</li> </ul>
60-19(15) - (16)	Documentation for cushioning	Keep on-site for CCL review
60-21(8)-(9)	Animal vaccination records	<ul style="list-style-type: none"> <li>• Must be current</li> <li>• Keep onsite for CCL review</li> </ul>

Reports		
Rule	Report	Requirement
60-14(10) - (14)	Incident, accident or injury involving a child	<ul style="list-style-type: none"> <li>• Give written report to parent on day of occurrence</li> <li>• Keep 6-week record on-site for CCL review</li> </ul>

Notifications		
Rule	Notification	Requirement
60-6(8)	Telephone number & contact information change	Notify CCL & parents within 48 hours of change
60-6(9)	Liability Insurance	Inform parents in writing if no liability insurance
60-8(14)	Arrest warrant, felony or misdemeanor arrest, charge, conviction, or supported LIS finding	Notify CCL within 48 hours of becoming aware of occurrence

60-9(6)	Lead-based paint testing	<ul style="list-style-type: none"> <li>• Contact local health department within 5 working days of discovery</li> <li>• Follow instructions for remediation</li> </ul>
60-12(2)	Behavioral expectations for children & how misbehavior will be handled	Inform children, parents & those who interact with children
60-12(6)	Child abuse, neglect, or exploitation	Notify CPS or law enforcement immediately upon witnessing or suspicion
60-14(11)	Serious, but not life-threatening injury involving a child	Contact parent of child immediately
60-14(12)	Life-threatening injury or injury that poses threat of loss of vision, hearing, or limb involving a child	<ul style="list-style-type: none"> <li>• Contact emergency personnel immediately</li> <li>• Contact parent after emergency personnel</li> <li>• Contact emergency contacts if parents cannot be reached</li> </ul>
60-14(13)	Child received medical attention for injury while in care or for fatality	<ul style="list-style-type: none"> <li>• Notify CCL within next business day</li> <li>• Submit written report within 5 business days</li> </ul>
60-15(21)	Child becomes ill while in care	<ul style="list-style-type: none"> <li>• Contact parent immediately</li> <li>• Contact emergency contacts if parents cannot be reached</li> </ul>
60-15(22)	Child or employee with infectious or unusual disease or serious illness	Notify local health department on day of discovery
60-17(10)	Child's adverse reaction to medication or error in administration	<ul style="list-style-type: none"> <li>• Notify emergency personnel immediately if reaction is life threatening</li> <li>• Report to parent immediately upon recognizing reaction or error or after notifying emergency personnel</li> </ul>
60-17(11)	Provider's refusal to administer medication	Notify parent before medication needs to be given to child
60-21(1)	Animals permitted at facility	Inform parents of the kinds of animals allowed

Posted Items		
Rule	Posted Item	Requirement
60-6(6)	Child Care License	Post unaltered in visible location

60-6(7)	Parent Guide	Post current version during business hours for parents' review
60-14(2)	Emergency numbers with facility address	Post near each telephone or in clearly visible area
60-15(10)	Handwashing procedures	Post where readily visible from each handwashing sink
60-15(23)	Staff member or child has infectious disease or parasite	<ul style="list-style-type: none"> <li>• Post notice with date on day of discovery</li> <li>• Post in conspicuous place</li> <li>• Remain posted for at least 5 days</li> </ul>
60-23(1)	Diapering procedures	Posted at each diapering station